

CITY OF BENTON
Parks & Recreation
Gene Moss Activity Center
913 E. Sevier Street – Benton, Arkansas 72015
501-776-5970

RENTAL POLICIES AND PROCEDURES
GENE MOSS ACTIVITY CENTER

A deposit of \$50.00 will be required at the time of reservation. Your deposit fee will be returned to you within two (2) weeks after your reservation date providing the building is adequately cleaned and there are no damages to the furnishings, and the building itself. The rental fee must be paid before the reservation date. You must pick up a key to the building on the last business day before your reservation date. Your deposit is not part of your rental fee. (Note: See Penalties and Forfeitures)

If you wish to cancel your reservation, you must notify our office within five (5) working days prior to your reservation date, and you must return your deposit receipt to our office, or your deposit will be forfeited.

RULES AND REGULATIONS

1. You are expected to leave the building as you find it.
2. Positively no nails, tacks, staples, or scotch tape can be used to secure decorations to ceiling, floor, walls, or tables. All decorations must be removed along with cleaning this building.
3. Plastic trash bags are furnished for you to dispose of all bottles, cans, paper plates, decorations, etc. It is your responsibility to take these bags of debris out of the building. You may put them in our BFI dumpster located behind the building next door.
4. You are responsible for setting up and taking down tables and chairs. Tables must be stored in the closet at the front of the building. Chairs must be returned to their carts.

5. If the kitchen is used, the stove, oven, sink and cabinet tops must be cleaned. Be sure all units are off on the stove. If it is available, a coffee pot may be used upon request.
6. Restrooms must be left in a neat and clean condition.
7. Grounds and parking area must be clean of litter.
8. No alcoholic beverages are allowed in the building.
9. Smoking is prohibited in ALL city parks. The law applies not only the building, but to the parking lot as well.
10. All youth groups must show adequate adult supervision and have a responsible adult make the reservation in person.
11. Admission may be charged to the function by the group with prior approval from the Director.
12. All lights must be turned off and doors locked upon leaving the building. Heating and air conditioning must be set between 72° and 78° upon leaving the building.
13. The Parks and Recreation is not responsible for lost items.

PENALTIES AND FORFEITURES

If for any reason you fail to pick up a key and a City employee is called to give access to the building, outside normal working hours, a portion equal to twenty dollars (\$20) will be deducted from the deposit

If the building is left dirty and requires our staff to clean the building, your deposit fee of \$50.00 will be forfeited. If there are any damages to the furnishings, the building itself, or any equipment is found missing, you will be billed accordingly.

Curtis McCormack
Director
Parks & Recreation